

High School State SkillsUSA Officer Candidate and Election Procedures

The procedures for state High School SkillsUSA officer candidates are detailed in the sections which follow. These procedures adhere to the regulations set forth in the Missouri SkillsUSA Bylaws, effective April 25, 2002. Candidates, their advisors, parents, and administrators should be aware of these procedures.

As a state officer, you represent Missouri SkillsUSA at your school, in your community, and at State, Regional, and National meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for efficient functioning of Missouri SkillsUSA and assuring the purpose of SkillsUSA is protected. To prepare for these responsibilities you must:

- ☒ Familiarize yourself with the SkillsUSA Leadership Handbook
- ☒ Commit to completion of the PDP through the American SkillsUSA Degree
- ☒ Maintain an objective opinion on issues
- ☒ Develop public speaking skills
- ☒ Develop professional writing skills
- ☒ Develop good interpersonal communication skills and leadership skills
- ☒ Familiarize yourself with the duties of your office and the responsibilities of a state officer and commit to fulfilling these responsibilities

1. Eligibility

- A. Participated at the District level as an Officer Candidate (**High School**).
- B. Enrolled as a full-time preparatory student in a vocational course meeting the State Plan for Vocational Education with one full year remaining in a vocational course.
- C. Active membership status in SkillsUSA.
- D. Meets the eligibility requirements of the local school district for participation in intra- and extra-curricular activities.
- E. Above average standing and on target for graduation.
- F. Written recommendation from: Local Vocational Administrator, Lead Chapter SkillsUSA Advisor, Local Vocational Instructor, and Local High School Administrator.
- G. Available to represent Missouri SkillsUSA through personal appearances during his or her tenure of office.

2. Nomination

- A. Complete a State Officer Application and Contract (Form MO SkillsUSA-5) and submit with required documentation by March 11, 2005.
- B. Upon verification of eligibility by State Office staff, the candidate's name will be submitted to the Credentialing Committee to complete the officer candidate procedure. Any candidate who is not eligible will be notified of deficiencies and timelines by which they must be met.

3. Credentialing

- A. The State Officer Credentialing Committee shall be composed of the following members: a.) Three current State SkillsUSA Officers, b.) The State Officer Advisor, c.) A Local Chapter Advisor, and d.) A Local Career Education Administrator. The

local advisor and administrator must not have students from their school running as candidates for state office.

- B. The Credentialing Committee will administer a written SkillsUSA knowledge test. The test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP. The minimum qualifying written test score shall be 75%.
- C. The Credentialing Committee will review all applications and test scores to determine who has met the minimum qualifications and who should advance to the interview process.
- D. The Credentialing Committee will interview all qualified candidates, review test results and recommend up to 14 candidates to be placed on the ballot.

4. **Election Procedure**

- A. Each Candidate must comply with the following regulations regarding campaign materials and candidate commitment-to-service brochure policies.
 - 1. Each officer candidate will be required to design and produce a campaign brochure to give to the voting delegates. A maximum number of 200 copies may be produced. This gives the voting delegates an opportunity to see all of the qualifications that they might not get a chance to review. The campaign brochure will be a maximum of one page, one- or two- sided, on white paper with black lettering. The paper can be no larger than an 8 ½" X 11" sheet. The following is a list of suggestions/ideas to use for the brochure:
 - Copied picture of yourself
 - Personal goals; and goals as an officer
 - Vision for the organization
 - Leadership experience
 - Current and previous offices held
 - Awards and honors
 - Contact information--**Do not include home address or phone number. List only school address and school telephone number.**
 - 2. In addition to the campaign brochure, each officer candidate may purchase one standard size white poster board. This will enable you to display campaign type materials within the delegate meeting room so that the voting delegates will get an increased opportunity to see the candidate's qualifications. Each officer candidate will be responsible for bringing their own materials to use and to secure their items to the board (tape, glues, and staples). Each bulletin board will be reviewed by the Credentialing Committee before allowing it to be viewed by the voting delegates. It is important to have the name of the candidate visible somewhere on the presentation side of the board. Remember that the voting delegates will also be looking at the creativity and effort that is put into each bulletin board. The following are a list of suggestions/ideas to use in the design of the bulletin board:
 - Pictures of yourself
 - Awards and honors
 - Resume
 - Newspaper/magazine articles

- Bulletin board borders
 - Things you enjoy - (i.e. reading, sports, music)
3. Campaign materials are not allowed on walls, doors, windows, or anyplace else on the campus or in hotels/motels. No campaign literature of any type may be distributed before the announcement of the Official State Officer Candidates at the State Leadership and Skills Conference. This policy prohibits advance conference mailings, e-mails, and posting of campaign materials prior to the time designated in the official conference program booklet. It is the candidate's responsibility to assure that the candidate's entire delegation, campaign manager and team members are aware of the policies regarding campaigning and materials. State Officer candidates and their representatives who violate this policy will appear before the Credentialing Committee which could result in their removal from the ballot.
 4. Candidates must bring their materials to be reviewed by the Credentialing Committee at the time of their interview. Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following exceptions apply:
 - a. No food items will be allowed.
 - b. No balloons, Frisbees, balls, bubbles, or soap will be allowed.
 - c. If clothing bearing the SkillsUSA emblem is used in the campaign, it must be purchased from the official SkillsUSA supply service.
 - d. Campaign materials must not reference alcoholic beverages, tobacco, sex (including R rated movies, songs, etc.), special populations (special education, handicapped, etc.), or violence (guns, knives, explosives, etc.).
- B. Each Candidate shall attend the Meet the Candidates Session.
 - C. The High School State Officers will be elected by the Electoral Committee. The Electoral Committee is composed of the newly elected District Officers that were elected at their latest respective District Leadership Conference prior to the State Leadership Conference and the Voting Delegates from the local SkillsUSA Chapters as identified in Article V, Section 4.
 - D. Each candidate shall give a three minute speech before the Electoral Committee.
 - E. Each candidate shall respond to the same problematic oral question before the Electoral Committee.
 - F. Voting shall be by secret ballot. Each member of the Electoral Committee will mark a ballot indicating their choice for seven state officer team members. Ballots will be collected by the state officers and tabulated by the State SkillsUSA Director or his/her designee.
 - G. Results will be announced at the Officer Installation Ceremony. All candidates must be present at the Installation Ceremony in official SkillsUSA Attire. All candidates should be familiar with the Officer Installation Ceremony.
 - H. In the event a State Officer resigns his/her office during the membership year, replacement of that officer shall be by the following method: The State Officer candidate designated as the first runner-up at the state election shall be offered the position. If that candidate declines, then the next highest-ranking officer runner-up candidate at the state election shall be offered the position, then the next highest-

ranking officer runner-up candidate and so on until the position is accepted. If, however, the President resigns his/her position, the State Vice-President shall assume the office and the Vice-President shall be replaced according to the above method.

5. **Obligations for Newly Elected Officers**

- A. Assist the outgoing officer team with the Awards Ceremony.
- B. Attend the National Conference Orientation (with the State Officer Advisor immediately after the Awards Session behind the stage).
- C. Attend the following SkillsUSA schedule of activities during the upcoming year.

| | | |
|----------|------------------------------------------------------------------------------------------------------------------|-------------|
| May | State Officer Retreat | 2 days |
| June | State Officer Training 101 and SkillsUSA National Leadership & SkillsConference (NLSC) as a delegate (Sat.-Sat.) | 8 days |
| August | New Teachers Institute | 2 days |
| October | Statewide Leadership Conference (Thurs.-Sat.) | 3 days |
| October | Mid-America Leadership Conference (Wed-Sun.) | 5 days Opt. |
| November | Executive Council Meeting (Fri.) | 1 days |
| January | Executive Council Meeting (Fri.) | 1 days |
| April | State Leadership and Skills Conference (Wed.-Sat.) | 4 days |

NOTE: Some of these days will be school days; however, you must be prepared to attend some events on weekends and during summer vacation. If a State Officer misses any two events (excused or unexcused), the State Officer will be disqualified and suspended from office.

- E. Sign and adhere to the State Officer Application and Contract.
- F. Maintain enrollment in a vocational education program.
- G. Maintain and submit quarterly officer reports to the State Officer Advisor.
- H. Maintain grades and behavior at school reflective of a State SkillsUSA officer.

6. **Office and Duties**

The Missouri Association of SkillsUSA shall elect seven secondary officers at the annual Missouri SkillsUSA Leadership and Skills Conference. The offices and their duties are:

A. President

- ☒ Key student ambassador for the Missouri SkillsUSA
- ☒ Primary link between students and the State Office
- ☒ Exhibits strong leadership qualities
- ☒ Able to work with people and encourage them to work for the benefit of Missouri SkillsUSA
- ☒ Delegates the work of Missouri SkillsUSA appropriately
- ☒ Assesses personal strengths and abilities of others and utilizes them effectively
- ☒ Informed about activities throughout the state and moves Missouri SkillsUSA in a positive direction
- ☒ Presides over meetings utilizing parliamentary procedure
- ☒ Solicits the ideas of the members without interjecting personal opinions
- ☒ Understands impact of business being discussed

B. Vice-President

- ☒ Serves as the first assistant to the president
- ☒ Possesses similar leadership characteristics as the president
- ☒ Conducts meetings using parliamentary procedure in the absence of the president

- ☒ Responsible for the meeting room arrangements as described in the handbook, in cooperation with the parliamentarian
 - ☒ Assures all committee meetings are following Missouri SkillsUSA policies
- C. Secretary**
- ☒ Advises the president during the meeting about the agenda
 - ☒ Maintains a record of attendance at business meetings
 - ☒ Counts votes
 - ☒ Maintains a record of business transacted at official Missouri SkillsUSA business meetings to include: the name of the presiding officer, the members present, approval of the minutes of the previous meeting, treasurer's report, officer and committee reports, motions made and passed or failed, adjournment, and signature of the presiding officer
 - ☒ Clarifies motions to assure an accurate record of the motion
 - ☒ Reads minutes of the previous meeting at each official Missouri SkillsUSA business meeting
 - ☒ Assures that the Missouri SkillsUSA Constitution and Bylaws are available for reference at each official business meeting
 - ☒ Maintains a list of the names and chairperson of all standing and ad hoc committees
 - ☒ Reads communication directed to Missouri SkillsUSA
 - ☒ Corresponds on behalf of Missouri SkillsUSA
- D. Treasurer**
- ☒ Assists the vice-president with his or her duties
 - ☒ Chairperson of the State Pin Selection Committee
 - ☒ Co-chairperson of Missouri's National Delegates
- E. Reporter**
- ☒ Assists the secretary with his or her duties
 - ☒ Counts votes
 - ☒ Takes a lead in publicity of the activities of the state officers and of Missouri SkillsUSA
- F. Parliamentarian**
- ☒ Serves as the Missouri SkillsUSA consultant to the president on procedural matters
 - ☒ Understands parliamentary procedure
 - ☒ Possesses strong communication skills to assist the president to maintain order during business meeting
 - ☒ Assures that a copy of *Robert's Rules of Order, newly Revised*, and the *SkillsUSA Leadership Handbook* are available for reference at official business meetings
- H. Historian**
- ☒ Assists the parliamentarian with his or her duties
 - ☒ Co-chairperson of the officer credentialing committee
 - ☒ Coordinates the state officer's PDP progress
 - ☒ Maintains a scrapbook and other documentation of the activities of Missouri SkillsUSA

State Officer Code of Conduct Agreement

As a state officer, I agree to adhere to the following rules and regulations:

1. I will, at all times, follow the rules set forth in my home and Area Career Center's policies for behavior, attendance, and minimum grade levels for participation in activities.
2. I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the state officer at his/her own expense.
3. I will spend each night in the room of the hotel or motel to which I am assigned.
4. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
5. I will not remain in a sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my spouse.

6. I will refrain from the use of alcoholic beverages and drugs unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
7. I will not leave the hotel or motel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
8. My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the SkillsUSA organization.
9. I will forfeit my office if I quit school, am suspended or expelled.
10. I will respect all authority. I will accept state SkillsUSA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Advisor any circumstances in which I am unable to attend the required meetings or conferences.
11. I will keep the assigned state staff person informed of my whereabouts at all times.
12. I will wear my required official identification badge at all times.
13. I will respect the SkillsUSA official attire by not smoking while wearing it.
14. I will attend all activities that I am assigned or registered to, and I will be on time.
15. I will adhere to the required dress code at all times.
16. I will attend the functions required of a state officer as listed on the Schedule of Activities for State Officers.
17. I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another approved vocational program in the State of Missouri.
18. I will mail my state officer report to the State Officer Advisor by the date indicated on the report form.
19. I will maintain at least a 2.50 GPA on a 4.0 scale in current vocational program and submit copies of all report cards to the State Officer Advisor when received.
20. I will attend school each day it is in session, unless I am on a SkillsUSA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.
21. I understand that I am to keep accurate records of all expenses incurred and submit the proper vouchers to the State SkillsUSA Director no later than five days after the assignment.

I agree that if, for any reason, I am in violation of this agreement, I may be brought before the appropriate discipline committee for an analysis of the violation, and further, I agree to accept the penalty imposed on me, with the understanding all such actions are explained to me, and further, I realize the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own

expense.

Violations and Penalties

1. Violations of Items 1-10 will be grounds for disqualification and suspension from office. The violator will be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the local school district administrator and parents or guardians.
2. Violations of Items 11-21 will result in a warning and a reprimand. Repeated violations may result in disqualification and removal from office. Proper notification of the violation and action taken will be sent to the local school district administrator and parents or guardian. Repeated violations of Items 11-21 may result in the officer being sent home at his/her own expense.

MISSOURI SKILLSUSA
HIGH SCHOOL STATE OFFICER TEAM MEMBER
CANDIDATE APPLICATION and CONTRACT

MUST be filed in the State Office by Friday, March 11, 2005

Candidate for the office of: State Officer Team Member

Candidate's Full Name _____

Home Address _____

Home Phone Number (____) ____ - ____ **E-mail Address** _____
(required)

Local Association _____

School Address _____

School Phone Number (____) ____ - ____

Parent's Name _____

Parent's Home Address _____

Parent's Phone Number (____) ____ - ____

Vocational Class Enrolled in _____

District Office held or ran for _____ **SkillsUSA District** _____

Attach the following to this application:

1. Application.
2. Resume': Include leadership, academic, and vocational achievements.
3. Letters of reference (emphasize character, leadership abilities, vocational, and academic accomplishments) from each of the following: Area Vocational School Administrator (if applicable), Local High School Administrator, Lead Chapter SkillsUSA Advisor, and Local Vocational Instructor.

Mail application and attachments to:

Shelly Wehmeyer
Missouri SkillsUSA
P.O. Box 480
Jefferson City, MO 65102-0480

Missouri SkillsUSA does not discriminate on the basis of race, color, creed, gender, disability, age, or national origin. This policy pertains to admission to, access to, or treatment in its programs and activities.

Qualifications for State Officer Team Member

- ★ Meets eligibility requirements of the local school district for participation in intra- and extra-curricular activities.
- ★ Active membership status in SkillsUSA.
- ★ Enrolled in a secondary vocational program (meeting the requirements of the State Plan for Vocational Education) as a full-time preparatory student, with one full year remaining in a secondary vocational program.
- ★ Campaigned for District Office at the most recent District Conference.
- ★ Above average standing and on target for graduation.
- ★ Written recommendation from: Area Vocational School Administrator (if applicable), Lead Chapter SkillsUSA Advisor, Local High School Administrator, and Local Vocational Instructor.
- ★ Available to represent Missouri SkillsUSA through personal appearances during his/her tenure of office.

Election Requirements

- ★ Take written SkillsUSA knowledge test on Thursday of the State Conference. A score of 75% is required to advance to the interview level. (Test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP.)
- ★ Be interviewed by the Credentialing Committee on Friday of the State Conference.
- ★ Comply with campaign materials and candidate commitment-to-service brochure policies.
- ★ Participate in the Meet the Candidates Session on Friday of the State Conference.
- ★ Give a two-minute speech before the Electoral Committee on Friday of the State Conference.
- ★ Answer a problematic question before the Electoral Committee.

I agree to support this candidate to fulfill the responsibilities of the office to which he/she may be elected. He/she will be available to represent Missouri SkillsUSA through personal appearances and to attend all state meetings during his/her tenure of office. I have read the State Officer Contract and will provide support to the best of my ability.

Signature of parent(s) or guardian

I agree to assist this candidate to be available to represent Missouri SkillsUSA through personal appearances and to attend all state meetings during his/her tenure of office. The school will be responsible for paying for the expenses of this candidate as outlined on the State Officer Required Attendance Sheet. This candidate participated in the District SkillsUSA Conference and campaigned for District Office.

Signature of Local SkillsUSA Advisor

Signature of Local Vocational Administrator

I certify that the attached documents and the above answers are true. I agree to the rules and penalties for their violation noted in the State Officer Contract by my signature below. I have read the requirements and duties for state office and believe myself to be qualified and will serve to the best of my ability if elected and will abide by all rules and regulations of Missouri SkillsUSA.

Date _____

Signature of Candidate